

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

10

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 01/09/2018		2. CONTRACT NO. (If any)		6. SHIP TO:	
3. ORDER NO. EP-18-H-000034		4. REQUISITION/REFERENCE NO. PR-OA-17-00107		a. NAME OF CONSIGNEE Abby Hall, COR, 415-972-3384	
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				b. STREET ADDRESS U.S. EPA Region 9 75 Hawthorne Street Mail Code LND-2-1	
				c. CITY San Francisco	e. ZIP CODE 94105
7. TO: Mindy Craig				f. SHIP VIA	
a. NAME OF CONTRACTOR BLUEPOINT PLANNING, LLC				8. TYPE OF ORDER	
b. COMPANY NAME				<input checked="" type="checkbox"/> a. PURCHASE REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
c. STREET ADDRESS 1950 MOUNTAIN BLVD SUITE 3				<input type="checkbox"/> b. DELIVERY Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY OAKLAND		e. STATE CA	f. ZIP CODE 94611		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OA/OP	
11. BUSINESS CLASSIFICATION (Check appropriate box(es))					
<input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input checked="" type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input checked="" type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input checked="" type="checkbox"/> h. EDWOSB					
12. F.O.B. POINT Destination					
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 1 Days After Notice to Proceed	
a. INSPECTION Destination	b. ACCEPTANCE Destination				
16. DISCOUNT TERMS					

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 969050900 Purchase Order Award for services solicited under RFQ-DC-17-00262 entitled, "Building Regional Disaster Resilience in California". The Project Officer and Invoice Approving Official for this Continued ...					
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:						
a. NAME						\$0.00
b. STREET ADDRESS (or P.O. Box)						\$140,760.00
c. CITY						
d. STATE						17(i) GRAND TOTAL
e. ZIP CODE						

22. UNITED STATES OF

AMERICA BY (Signature)

01/09/2018



ELECTRONIC
SIGNATURE

23. NAME (Typed)

Sharon Hargrove-Whitehair

TITLE: CONTRACTING/ORDERING OFFICER

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO
2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER
01/09/2018

CONTRACT NO.

ORDER NO.

EP-18-H-000034

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>requirement is Ms. Abby Hall, COR, hall.abby@epa.gov. The Administrative Contracting Officer is Ms. Jody Gosnell, ACO, Gosnell.jody@epa.gov. Verbal notification of the award was granted to Bluepoint Planning on December 29, 2017, and the contractor mutually agreed to start work on Tuesday, 02 January 2018. The effective performance period is 02 January 2018 through 31 December 2018.</p> <p>Max Expire Date: 12/31/2018</p> <p>Admin Office:</p> <p>HPOD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460</p> <p>Accounting Info: 17-18-BR-11WCX06-301MA4-2505-1711W61122-002 BFY: 17 EFY: 18 Fund: BR Budget Org: 11WCX06 Program (PRC): 301MA4 Budget (BOC): 2505 DCN - Line ID: 1711W61122-002 Period of Performance: 01/02/2018 to 12/31/2018</p> <p>This acquisition requirement is to provide materials and technical assistance to build regional-scale resilience to natural disaster in California. The EPA/OP/OSC is in partnership with FEMA Region IX (FEMA) and the Association of the Area Governments (ABAG) on this Project. Please refer to the attached Statement of Work and attachments for technical direction.</p> <p>IGF::CL::IGF</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

Building Regional Disaster Resilience in California

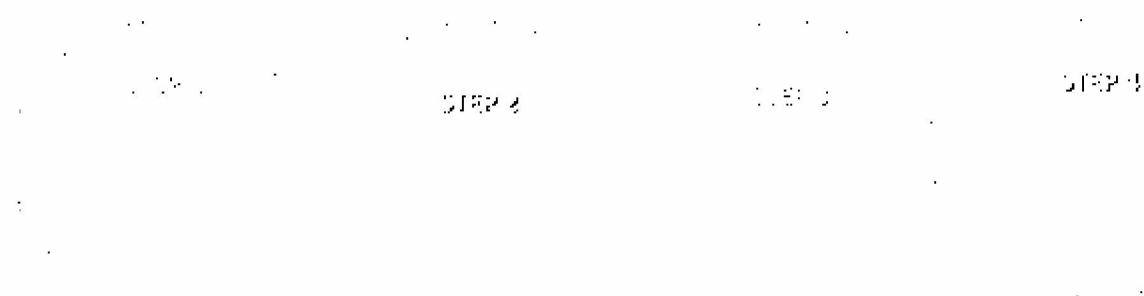
Statement of Work

Background and Purpose:

The Office of Sustainable Communities in the U.S. Environmental Protection Agency's (EPA) Office of Policy, in partnership with FEMA Region IX (FEMA) and the Association of Bay Area Governments (ABAG), is providing materials and technical assistance to build regional-scale resilience to natural disasters. EPA and FEMA signed a Memorandum of Agreement in 2016 that:

- Sets up coordination of activities between EPA's sustainable communities, smart growth, environmental, and community technical assistance programs and FEMA's disaster recovery planning and hazard mitigation programs.
- Seeks to provide lessons learned for EPA, FEMA, and other federal agencies that can be used to build a stronger federal framework for mitigation planning as well as pre- and post-disaster recovery planning and operations.
- Seeks to provide a collaborative framework for policy work related to both hazard mitigation planning and climate change adaptation to create more resilient communities.

EPA and FEMA are partnering to provide assistance to two California regions to help them create their own clear, actionable plan for building resilience to natural disasters. This assistance is based on the use of a Regional Resilience Framework that includes four steps:



The goal of this assistance is to test drive this framework in two California regions. EPA is seeking consultants with skills in communication and facilitation to help apply this framework and support regions as they run their own process for building regional resilience.

EPA and FEMA are providing assistance to help two California regions build capacity and create their own disaster resilience plans. The two regions are the Central Coast and Mount Shasta. The use of this framework is meant to help regions move from planning to action and to help regional partners consolidate and address relevant federal and state planning requirements, and set up lasting partnerships with state and federal agencies to support the regional action plans. On-site workshops in each region will help identify state and federal barriers to effective regional resilience efforts, including how agencies can support local implementation through streamlined policies, plans, and funding.

EPA and FEMA are also interested in learning lessons from this assistance to revise the Regional Resilience Framework materials, so that they may be used in other regions and other states around the nation.

The successful contractor shall visit each of the two regions for an on-site workshop to apply the Regional Resilience Framework. During the visit, the contractor shall conduct a workshop which will be an opportunity to test the framework materials and help the regions develop focused action plans that include timelines, partners, and funding mechanisms. The contractor is not responsible for writing regional resilience action plans. The regional partner teams are expected to create their own action plan through the process of EPA's technical assistance. The contractor shall produce a final Regional Resilience Framework that is revised through the process of the two regional workshops. The final deliverables will include two versions of the framework intended for two separate audiences:

1. **California-specific Framework** that takes into account relevant California policies, laws, and incentives for disaster resilience actions.
2. **Nationally-applicable Framework** that simply removes all mention of California context and is general enough to be used by any state in the U.S.

EPA is seeking contractors with expertise with communication skills, including high quality writing and creation of compelling visuals, infographics, and marketing materials. The contractor should also have strong experience in facilitating meetings with local, state, and federal government staff, elected officials, and community stakeholders. Expertise in smart growth and resilience planning is not required, but may be beneficial.

EPA is requesting contractor assistance with the following activities:

- Create easy-to-read, visually attractive materials including a template for flyers and PowerPoint presentations for applying the Framework during in-person workshops. The presentation should be usable both during the two regional workshops and publishable for future users.
- Conduct two on-site workshops with two California regional partnerships, including the Central Coast Climate Collaborative and the City of Mount Shasta and their partners in the Shasta region.
- Refine Regional Resilience Framework materials, marketing materials, and PowerPoint presentations based on feedback and application during the two on-site workshops. Revisions will likely include remove unnecessary jargon and ensuring the materials and content are useful for an interdisciplinary audience of government agencies, elected officials, nonprofit organizations, and community stakeholders.

Tasks and Deliverables:

Task 1 – Create Visually Appealing Outreach Materials

Purpose: The contractor shall review documents provided by EPA and use these to create simple, attractive, visually intriguing materials to be used during the two on-site workshops. Materials may include flyers to help promote the workshops and larger regional resilience effort with partner

organizations and stakeholders, as well as Microsoft PowerPoint (MSPP) presentations to be used during the actual workshops. These materials should all be readable and useful to a broad audience that may include state and local agency staff, elected officials, community groups, and other partners. EPA will provide the following five (5) documents for review (and are included as attachments to this SOW), which have been prepared by the EPA Team, defined as staff from EPA, FEMA Region IX, and the Association of Bay Area Governments:

- Overview
- Risk Assessment White Paper
- Risk Assessment Handbook
- Action and Implementation White Paper
- Measuring Progress White Paper

EPA will provide the latest versions of these documents upon contract award.

After reviewing the materials, the contractor shall participate in one (1) kick-off call with the EPA Team to discuss previous work on this project and to ask any questions of the EPA Team about the development of new materials.

Presentation Slides - The contractor shall create a Microsoft PowerPoint (MSPP) presentation no longer than 30 minutes that presents the main ideas from the five (5) documents listed above. The presentation slides are intended to be used at the two regional workshops to frame the issues, present the key steps for developing a regional resilience action plan, and introduce preliminary options for regionally-specific resilience actions in each of the two (2) regions.

Task 1 Deliverables and Timeline:

1a. Conference Calls - Participate in one (1) project kick-off call with the EPA Team within two (2) weeks of contract award.

1b. Draft Flyers and Presentation Slides – No more than two (2) outreach flyers to help promote the workshops and larger regional resilience effort with partner organizations and stakeholders. Microsoft Power Point (MSPP) presentation no longer than 30 minutes that presents the key ideas from each of the five (5) Framework documents and introduces preliminary options for regionally-specific resilience actions in the two (2) selected regions.

1c. Final Flyers and Presentation Slides - If EPA provides comments on 1b, respond to EPA comments within one (1) week of receiving comments on MSPP show and provide a final version of the presentation slides.

Task 2 – Workshop Preparation

Throughout Tasks 2-5, the contractor shall also participate in up to four (4) additional calls with the EPA Team and selected California regions to prepare for the on-site workshops and to process feedback after the workshops. Kickoff calls with regions will likely include but not are limited to the following discussion topics: readability of materials for use during the workshop; appropriate stakeholders to invite to the workshop; focus group meetings, including specific topics, length of time, and key participants and facilitators.

During the on-site workshop, the contractor can expect to collect and respond to feedback about the design, presentation, and content of materials used both in the MSPP and the Framework documents created by the EPA Team. In addition, the contractor shall be prepared to revise the MSPP and flyers based on feedback and stakeholder response, as well as create new, accessible materials on-site, such as infographics or other visually attractive explanatory tools and materials.

Workshop Schedule – The contractor shall develop a workshop schedule that details the activities proposed for the multi-day on-site workshop (Task 3). For the lower capacity region, the contractor shall prepare a schedule for a 2 to 2.5-day workshop that focuses on the first three (3) steps of the Framework. For the higher capacity region, the contractor shall prepare a schedule for a 1.5- day workshop that focuses on no more than two (2) steps of the Framework. The contractor shall develop a schedule that outlines specific meetings with key stakeholders based on the guidance outlined in the Framework materials provided by the EPA Team.

The workshop schedule shall include, but is not limited to:

- Stakeholder meetings no longer than 90 minutes in length based on the appropriate steps within the Regional Resilience Framework.
- Agenda for each stakeholder meeting that identifies the facilitator and describes presentations that will be made.
- Work sessions for the core project team (EPA Team and key regional partner staff).
- Introductory and wrap-up events.
- Discussion of implementation strategies and next steps.

Regional partner staff will be responsible for planning workshop logistics, including securing a venue, advertisement, invites to stakeholder and public meetings, and catering, if pertinent. The workshop schedule shall be discussed during conference calls in Task 1.

Task 2 Deliverables and Timeline:

2a. Conference Calls – The contractor shall participate in up to five (5) conference calls, as needed, with the EPA Team and regional partners, both before and after the on-site workshops. Calls scheduled before the workshop will be used to plan for the on-site workshops, and calls scheduled after the

workshops will be used to hear feedback from the regional partners about what did and did not work with the Framework during the workshops.

2b. Workshop Schedule – The contractor shall develop a detailed workshop schedule for on-site workshop lasting from 1.5 to 2.5 days, to occur at a time determined in consultation with the two (2) regions and the EPA Team, generally within ten (10) weeks after the kickoff calls with regions.

2c. Draft Schedule - A draft workshop schedule five (5) weeks prior to the workshop with stakeholder meeting topics and stakeholder groups identified.

2d. Final Schedule - If EPA provides comments on the draft schedule (2c), respond to EPA comments within one (1) week of receiving comments and provide final schedule within three (3) weeks prior to workshop.

Task 3 – Conduct On-site Workshops in Two (2) California Regions

Purpose: The contractor shall lead two (2) separate on-site workshops.

Throughout the on-site workshops, the contractor shall use the Regional Resilience Framework materials to facilitate conversations among regional partners that will lead them to strengthen partnerships and to create a clear action plan for regional disaster resilience. Again, regional partner teams are expected to create their own action plan. The contractor is not responsible for writing regional resilience action plans. The contractor shall also facilitate implementation meetings with federal and state agency partners to help the two (2) regions align various plans to support regional resilience and to address federal and state planning requirements.

Task 3 Deliverables and Timeline:

All deliverables in Task 3 will be delivered and completed on-site during the approximately one to two-day workshops.

3a. Introductory Event - Present MSPP show created in Task 1 to city and county staff, elected officials, state and federal agencies, and other selected stakeholders during an introductory meeting.

3b. Focus group meetings - During each workshop, participate in no more than four (4) topic-specific focus groups based on the appropriate steps within the Regional Resilience Framework. Selected stakeholders will be identified by regional partnership staff. In addition, participate in one (1) interactive meeting no longer than 90 minutes with city, county, state, and federal agency staff and selected stakeholders to discuss implementation strategies and policy implications of proposed resilience actions.

3d. Wrap-up Event - Present summary of stakeholder meetings and describe next steps in a wrap-up event with city and county staff, elected officials, state and federal agencies, and other selected stakeholders.

Task 4 – Next Steps Memo

Purpose: The purpose of this task is to provide each of the two (2) California regions with a short, simple memo that provides a summary of what happened during the workshops and planned next steps to be taken by the regional partners. This next steps memo is not intended to be a full action plan for the region's resilience efforts, but should simply summarize the proceedings during the workshops and how each regional partnership plans to continue working across organizations to implement disaster resilience actions.

Task 4 Deliverables and Timeline:

4a. First Draft of Next Steps Memo – First draft of next steps memo no longer than ten (10) pages in length to be submitted to EPA for review within four (4) weeks of workshop conclusion. The First Draft Next Steps Memo should include the following sections:

- Introduction
- Regional Context, including a description of the geography, disasters, and assets focused on in the workshop.
- Workshop Description, including which of the four steps the workshop focused, what the focus groups were, who participated, and key feedback or common themes that emerged from each focus group.
- Next Steps, which should highlight the major strategies the region identified to move forward with regional resilience actions, including key state and federal barriers to implementation, key partnerships to expand, or other plans for repeating the framework process in the future.
- Appendix, including any resources identified during the workshop that can support the region in carrying out next steps.

4b. Final Draft of Next Steps Memo – Final draft of next steps memo within two (2) weeks following receipt of EPA comments on First Draft (4a).

Task 5 – Final Regional Resilience Framework Materials

Purpose: The purpose of this task is to refine Regional Resilience Framework materials, marketing materials, and PowerPoint presentations based on feedback and application during the two on-site workshops (Task 3). The contractor shall create two versions of the final materials for two separate audiences:

1. California-specific Framework that takes into account relevant California policies, laws, and incentives for disaster resilience actions.
2. Nationally-applicable Framework that simply removes all mention of California context and is general enough to be used by any state in the U.S.

Final materials will include the same materials provided and created under Task 1, including:

- Overview
- Community Engagement White Paper and Handbook
- Risk Assessment White Paper Handbook
- Action and Implementation White Paper
- Measuring Progress White Paper
- A Microsoft PowerPoint (MSPP) presentation no longer than 60 minutes that presents the main ideas from the five (5) documents listed above.
- Two flyers and/or other outreach materials deemed appropriate.

The contractor shall produce final documents and materials that are readable and free of unnecessary jargon and terminology, and that are visually attractive, including the use of infographics, photos, and other well-designed visual elements.

EPA will provide a comprehensive set of directions to the contractor for how to revise Regional Resilience Framework materials within four (4) weeks of the second and final on-site regional workshop. The contractor shall use these EPA comments to begin revising the Word documents, flyers, and MSPP presentation.

Task 5 Deliverables and Timeline:

5a. First Draft Framework Materials - First Draft of the Final Framework Materials within four (4) weeks of receipt of EPA direction.

5b. Second Draft Framework Materials - Second Draft of the Final Framework Materials within two (2) weeks following receipt of EPA comments on First Draft. It is expected that this draft will be close to the final version.

5c. Final Framework Materials - Final Version of the Framework Materials of a screen resolution PDF within two (2) weeks following receipt of comments from EPA on the Third Draft.

5d. 508 compliance – The contractor shall make all final PDFs of Framework materials 508 compliant, per EPA. (except maybe not the CA specific one if the state doesn't require this).